

EMPLOYEE TRAINING RECORD		
<b>TRAINING TITLE</b>	Materials Handling - Pallets, Sheet Metal, Long Objects, Rolls, Flat Circular Items	
<b>KEY TEACHING POINTS</b>		
<b>PALLETS</b> <ul style="list-style-type: none"> <li>Ensure that pallets have about 4 inches clearance for forks and front wheels to go in.</li> <li>Check pallets to make sure that there are no broken or damaged planks, and no loose or missing hardware.</li> <li>Ensure that pallets are strong enough for the load placed on them so they do not bend or break when lifted.</li> <li>Use solid top or closely spaced planks for bags and other flexible materials.</li> <li>Do not pile empty pallets over 5 feet high.</li> </ul>		
<b>SHEET METAL</b> <ul style="list-style-type: none"> <li>Wear leather or other cut-resistant gauntlet-style gloves.</li> <li>Use grabbers or lifters for heavier sheets.</li> </ul>		
<b>LONG OBJECTS</b> <ul style="list-style-type: none"> <li>Wear hand protection, a hard hat, shoulder pads and safety shoes.</li> <li>Face in the direction of movement.</li> <li>Use two people, one at each end.</li> <li>Use straddle carts or trucks when possible.</li> <li>Carry materials on the shoulders when practical.</li> </ul>		
<b>ROLLS</b> <ul style="list-style-type: none"> <li>Wear safety shoes and gloves.</li> <li>Move small rolls by using a two-wheeled hand cart or by placing rolls between chocks on a flat cart.</li> <li>Use specially designed carts for larger rolls.</li> </ul>		
<b>FLAT CIRCULAR ITEMS</b> <ul style="list-style-type: none"> <li>Wear gloves and safety shoes.</li> <li>Move using a two-wheeled cart.</li> <li>Strap or chain the items to be moved.</li> <li>Roll the items for short distances. Use extreme care if the items are heavy or inclined to topple due to narrow edges.</li> </ul>		
<b>TEST</b>		
<b>QUESTION</b>	<b>ANSWERS</b>	
	<b>TRUE</b>	<b>FALSE</b>
1. Wear safety shoes and gloves when moving heavy items.		
2. Carry long objects on the shoulder when practical.		
3. Pile pallets up to 6 feet.		
4. Face in the direction you are walking when moving items.		
5. Always move things by hand or by forklift.		
<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>